ATTENTION ALL NDE PORTAL USERS:

Please log onto your portal accounts and go to the "My Profile" tab and check to make sure your contact information (especially the email address) is up to date. It is very important to keep this information updated as the Department of Education uses the email address that is in the users' Portal account to send vital information. Thank you!!



IMPORTANT REMINDER: Due Dates and Data Changes - Collection Aprovals

Contact: NDE Helpdesk (888-285-0556 or nde.helpdesk@nebraska.gov)

APPROVING THE DISTRICT COLLECTION WINDOW:

Approve on our before October 31 Fall Audit 2016-2017 Follow-up up #1 Audit 2015-2016

Approve on or before November 2

Consolidated Data Collection (CDC) – multiple collections open

After Validation errors/warnings are resolved and Verification Reports have been reviewed for accuracy, the collection approval should be done.

Log onto the NDE Portal, Select NSSRS Data Manager.

Navigate to the "Data Submission" tab, select "Data Approval"

Choose the school year and collection for the window needing approval, click the "Approve" button for the windows noted above.

DUE DATE – The date by when required data must be submitted. This includes:

CDC – Collections need to be submitted **and** approved.

NSSRS – All required templates must be submitted during the collection window and errors resolved as much as possible.

GMS – All required applications must be submitted to NDE by the due date.

<u>AUDIT WINDOW</u> – The Audit Window allows District and NDE staff to review the submitted data and make necessary adjustments. Districts must ensure final approval occurs during the Audit Window.

AUDIT WINDOW CLOSE DATE—close date of the audit window. All changes and final approvals required by this date. This includes:

CDC – Collections must be approved locally on or before the Audit Window Close Date

NSSRS – Collections must be approved locally on or before the Audit Window Close Date.

<u>Please note</u>: After the <u>Audit Window Close Date</u> all data becomes available for official reports and calculations.

Discovered some additional changes to the submissions?

If changes desired are **BEFORE** the Audit Window Close Date, but data has already been officially approved please contact the NDE Helpdesk at 888-285-0556 or nde.helpdesk@nebraska.gov

<u>If changes desired are AFTER the Audit Window Close Date</u> a requests to change data is required through the *Request to Submit Data Late or Make Data Changes"* available within the Consolidated Data Collection.

PLEASE REFER TO THE NSSRS CALENDAR AND THE CDC CALENDAR FOR FURTHER INFORMATION ON COLLECTIONS DUE DATES.



Medicaid in Public Schools (MIPS) Webinar Training

Medicaid in Public Schools Webinar Training will be going on during the month of October. Schools have been assigned certain days as these training are capped at certain number of attendees. Please contact Jennifer Irvine at Jennifer.irvine@nebraska.gov, if you have not signed up for a training.



New Validation Error 580

Contact: NDE Helpdesk (888-285-0556 or nde.helpdesk@nebraska.gov)

Error 580 will be turned on Monday 10/24. This error is for students that are enrolled in Special Purpose Schools that listed the Special Purpose School number as their district of residence in error. To fix, update the Student template with the appropriate District of Residence for a Public School district.



ESEA/NDE Consolidated Application and Title I Accountability Applications

Contact: Diane Stuehmer 402-471-1740 or diane.stuehmer@nebraska.gov or the NDE Reviewer for your District

The 2016-17 **ESEA/NCLB Consolidated Application** is now available. Completed applications must be submitted by **November 30, 2016**.

The 2016-17 **Title I Accountability Application** is now available. Completed applications must be submitted by **November 30, 2016**. The Title I Accountability Application provides additional Title I funds for Districts having one or more schools identified for Title I Needs Improvement. Determinations were based on AYP data from the 2014-15 school year. The Needs Improvement year is "frozen" at the same level it was for the 2015-16 school year. Since NDE did not have to wait for AYP Determinations, we were able to open this application at the same time as the ESEA/NCLB Consolidated Application, rather than waiting until January. These funds should address making improvements in the subject area that caused the Needs Improvement identification. For example, if the school was identified in the area of Reading, the Accountability funds need to address improving Reading skills.

Typically the Accountability funds are minimal and easily forgotten about. The NDE Federal Programs Team encourages districts to use these funds early in the year so they are not overlooked. When all of the accountability funds have been spent, the District can close out the financial side of the application. **REMINDER**: Several Districts have not yet requested a Final Request for Reimbursement for Title I Accountability funds for the 2014-15 and 2015-16 School Years. Funds from 2014-15 had to be expended by September 30, 2016 and Final Requests are Due no later than November 15, 2016. 2015-16 Accountability funds may be expended through September 30, 2017; but, again, Districts are encouraged to spend them sooner, rather than later.

Both of these applications are in the NDE Grants Management System (GMS), https://nde.mtwgms.org/NDEGMSWebv02/logon.aspx



October Special Education Snapshot - AUDIT WINDOW CLOSE DATE: October 31

Contact: Robyn Gonzales (402-471-4341 or robyn.gonzales@nebraska.gov)

Include only students with verified disabilities on an Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP) as of October 1, 2016 and any student who exited special education between July 1, 2016 and October 1, 2016. The value of Snapshot Date [Special Education Snapshot: Snapshot Date (35)] is to be "2016-10-01". The October Special Education Snapshot is accepted during the NSSRS Fall Collection and Fall Audit windows.

This will be the source for the Individuals with Disabilities Education Act (IDEA) Annual Child Count



Special Education Indicator 12 Data - DUE DATE: October 31

Contact: Robyn Gonzales(402-471-4341 or robyn.gonzales@nebraska.gov)

The number of children transitioning from Part C Early Intervention, for whom parent refusal to provide consent caused delays in evaluation or initial services for Part B Early Childhood Special Education. Time period is July 1, 2015 – June 30, 2016.

Data Submission:

- Data requested must be submitted through the NDE Portal, on the ILCD 2.0 website.
- Select the 'Monitoring' tab from the top of the page.
- Select Sub-Menu item, "Indicator 12", and select the reporting year "2015-2016".
- Enter the appropriate number on line D. Data for lines A-C are imported from NSSRS.
- Click 'Save' and then Click 'Submit'.



Rule 10 Assurance Statement - DUE DATE: November 1

Contact: NDE Helpdesk (888-285-0556 or nde.helpdesk@nebraska.gov)

All accredited school systems (public and non-public) are required to complete a Rule 10 Assurance Statement annually. The Assurance Statement must be completed to reflect compliance or indicate areas of noncompliance as your school system starts the 2016-2017 school year.

The Assurance Statement for <u>public school districts</u> will be web-based, as it was last school year, and was available on the NDE Portal under the Data Collections tab, **August 15**. The Assurance Statement for <u>non-public schools</u> will continue to be included in the Fall Mailing and was sent by August 15^{th.} FAQ and instruction documents regarding completion of the Rule 10 Assurance Statement will be available in the Fall mailing and within the Portal.



Audit Submission - OPENED - October 3 - DUE: November 5 (Statute) - November 7

Contact Bill Biven (402) 471-0526 or bill.biven@nebraska.gov or Janice Eret (402) 471-2248 or janice.eret@nebraska.gov

Audits must be submitted to NDE through the Annual Financial Report 2015/16 Collection through the District's Portal account. E-mails and mailings will not be accepted.

Instructions can be located at:

https://www.education.ne.gov/FOS/SchoolFinance/AFR/Downloads/1516/AFRAuditInstructions.pdf



MOE Eligibility Application – DUE DATE: November 15

Contact: Pete Biaggio (402-471-4308 or pete.biaggio@nebraska.gov)

Collection completed by Public

The purpose of this application is to provide IDEA special education Maintenance of Effort (MOE) information to establish school eligibility for receipt of IDEA current year funds.



New Validation Errors for Contracted Out Students Open October 3

Contact: NDE Helpdesk (888-285-0556 or nde.helpdesk@nebraska.gov)

576 – Contracted in/out students must have a School of Residence Valid in combination with District of Residence.

 PLEASE NOTE for errors 577 and 578: These errors may be triggering if the other public district involved has not reported student data yet.

577 – Student contracted in from another Nebraska Public District does not have a contract out from that Nebraska Public District.

578 – Student with contracted out to another Nebraska Public District does not have a contract in at another Nebraska Public District.

579 – School of Residence Grade level not appropriate for student reported.



Innovation Grant Program Pre Application available September 30.

Nebraska's **Department of Education Innovative Grant Fund** and the **Innovation Grant Program** were created with the passage of *Legislative Bill (LB) 519*. This competitive grant program provides funding opportunities to *Local Education Agencies (LEAs)* to support the development, expansion and investment in innovative best practices that improve:

- Education outcomes for early childhood, elementary, middle school or high school students;
- Transitions between any successive stages of education; or
- Transitions between education and the work force.

There is currently approximately \$7.8 million available for use over the next three years for competitive grants through this program. Eligible applicants include a school district, Educational Service Unit (ESU), or combination of entities containing at least one school district or ESU.

Information about the Innovation Grant Program will be available on the NDE website, **September 30** after 9 a.m CDT.

Questions?

The Nebraska Department of Education (NDE) encourages interested applicants to ask questions to clarify their understanding of the *Innovation Grant Program* and competitive grant application process. However, the Department cannot provide guidance to an applicant on a specific project proposal. Questions regarding the *Innovation Grant Program* may be directed to the NDE Help Desk, using one of the following options:

Email: nde.helpdesk@nebraska.gov

- Submit a Helpdesk Request from your NDE Portal Account (located in the upper right corner of the Collection Announcement page)
- Call the Voicemail Line: (888) 285-0556



The following collections are currently open in the Consolidated Data Collection (CDC)

Contact: NDE Helpdesk (888-285-0556 or nde.helpdesk@nebraska.gov)

Please refer to the CDC Calendar which is located on the NSSRS Resources page at http://www.education.ne.gov/nssrs/Resources.html#Instructions and also review the instructions available in each of the CDC collections for further details about each collection.

<u>Assessed Valuation and Levies</u> – OPEN September 1

Assessed Valuation and levies. Distance between high school attendance centers.

Due Date: October 15 (Audit Window Close Date: November 2)

Collection completed by Public

For more information, contact Jen Utemark – jen.utemark@nebraska.gov (402) 471-3323

Elementary Site Allowance – OPEN September 1

Districts that are applying for the Elementary Site Allowance. This form to be completed by a school district with multiple elementary attendance sites. A qualifying elementary site shall be an elementary attendance site, in a district with multiple elementary attendance sites, which (a) does not have another elementary attendance site within 7 miles in the same school district, or (b) is the only public elementary attendance site located in an incorporated city or village.

Due Date: October 15 (Audit Window Close Date: November 2)

Collection completed by Public

For more information, contact Jen Utemark – jen.utemark@nebraska.gov (402) 471-3323

<u>Human Resources Contact</u> – OPENED August 1

The Department of Education developed the HR Director Contact(s) to collect name and email address for coorespondence. The data is gathered with the purpose of using the email address for notices regarding teacher and administrative certificates, evaluation systems, surveys, and data. The contact listed may have a similar role to an HR Director.

Open All Year – (Audit Window Close Date: June 30, 2017)

Collection completed by Public

For more information, contact NDE Helpdesk - nde.helpdesk@nebraska.gov (888)285-0556

Non-Certificated Staff - OPEN September 1

Report of Non-Certificated Staff.

Due Date: October 15 (Audit Window Close Date: November 2)

Collection completed by Public, State Operated and ESU's

For more information, contact NDE Helpdesk – nde.helpdesk@nebraska.gov (888)285-0556

Nonpublic Dropout Report - OPEN September 1

Collects Nonpublic dropout data.

Due Date: October 15 (Audit Window Close Date: November 2)

Collection completed by Nonpublic

For more information, contact NDE Helpdesk - nde.helpdesk@nebraska.gov (888)285-0556

Nonpublic Membership Report - OPEN September 1

Collects membership data from Nonpublic Systems.

Due Date: October 15 (Audit Window Close Date: November 2)

Collection completed by Nonpublic

For more information, contact NDE Helpdesk - nde.helpdesk@nebraska.gov (888)285-0556

PK Instructional Program Hours/K Program - OPEN September 1

 $Instructional\ program\ hours\ including\ kindergarten\ program\ type.$

Due Date: October 15 (Audit Window Close Date: November 2)

Collection completed by Public

For more information, contact Tammi Hicken - tammi.hicken@nebraska.gov (402) 471-3184

School Age Final Financial Report (FFR) - OPEN September 1

School District's/ESU's claim reimbursement for SPED School age expenditures.

Collection completed by Public and ESU's

For more information, contact Lori Adams – lori.adams@nebraska.gov (402) 471-2637

The Special Education Final Financial Reports for 2015-2016 school year are due as follows:

- * <u>Birth to Age Five (BAFFFR) (NDE 06-025)</u> <u>Due on or before October 1</u> copies of contracted services billings are **NOT** required
- * Transportation (TRANSFFR) (NDE 06-016) Due on or before September 30
- * <u>School Age (SAFFR) (NDE PORTAL)</u> **Due on or before October 31** (Opens September 1) copies of accounting records for "Flex" Support Services Expenditures Function Code 1125 and SPED School Age Function Code 1200 and copies of contracted services billings **ARE** required and can be uploaded

NEW - August 23, 2016 the NDE Office of Special Education provided clarification of Rule 51 - Section 011.02C2 - If this applies to your district, the necessary documentation needs to be submitted no later than October 31, 2016 to the attention of Leslie Galloway at the NDE Office of Special Education for consideration.

For additional information go to: http://www.education.ne.gov/FOS/SPED/index.html.

Student Growth Adjustment - OPEN September 1

Districts applying for the student growth adjustment. Districts must estimate their 2017/18 average daily membership and provide evidence supporting the estimate. Estimated student growth is the difference between the 2016/17 fall membership and 2017/18 estimated average daily membership.

Due Date: October 15 (Audit Window Close Date: November 2)

Collection completed by Public

For more information, contact Jen Utemark – jen.utemark@nebraska.gov (402) 471-3323

Substitute Teachers - OPEN September 1

Report all substitute teachers. Open all year – (Audit Window Close Date: June 30, 2017)

Collection completed by Public, Nonpublic, State Operated, ESU's and Interim

For more information, contact Kevin Peters – kevin.peters@nebraska.gov (402) 471-0739

Summer School Student Unit - OPEN September 1

Number of students by grade who attend summer school: 1) attending remedial Math or Reading, 2) students eligible for free lunch or free milk qualified for free lunches or free milk and attended a school that uses information collected from parents and guardians to determine such qualifications or attended (or is registered to attend for early childhood) at a school that provides free meals to all students pursuant to the community eligibility provision.

Due Date: October 15 (Audit Window Close Date: November 2)

Collection completed by Public

For more information, contact Jen Utemark – jen.utemark@nebraska.gov (402) 471-3323

Teacher and Principal Evaluation Survey - OPEN September 1

NDE Principal Performance Survey and NDE Teacher Performance Survey.

Due Date: October 15 (Audit Window Close Date: November 2)

Collection to be completed by Public Districts only

For more information, contact Diane Stuehmer - diane.stuehmer@nebraska.gov (402) 471-1740

<u>Teacher Vacancy Survey</u> – OPEN September 1

The Nebraska Department of Education developed the Teacher Vacancy Survey to collect data relating to teacher supply in Nebraska. The data is gathered with the purpose of determining the content areas for which teacher supply does not meet demand and which methods are commonly used by school districts to meet staffing needs.

Due Date: November 10 (Audit Window Close Date: December 10)

Collection completed by Public, Nonpublic, and ESU's

For more information, contact Sharon Katt – sharon.katt@nebraska (402) 471-2405

Technology Plan - OPEN September 1

Collects school and technology related inventories.

Due Date: November 1 (Audit Window Close Date: February 15)

Collection completed by Public and ESUs; Non-public optional

For more information, contact SuAnn Witt - suann.witt@nebraska.gov (402) 471-2085

<u>Title I Annual Caseload Count of Children In Local Institutions For Neglected or Delinquent</u> OPEN September 1

The purpose of this annual caseload count is to provide the State Educational Agency with current information on the location and number of children living in institutions for neglected or delinquent children, or in local correctional institutions. The information collected will be used in the Title I formula for computing allocations for local educational agencies.

Due Date: December 5 (Audit Window Close Date: January 5, 2017)

Collection completed by Public

For more information, contact Pat Frost – pat.frost@nebraska.gov (402) 471-2478

<u>Title III Professional Development</u> – OPEN September 1

Title III subgrantees only

Due Date: October 1 (Audit Window Close Date: October 15) NOTE Change in Audit Close Date

Districts or Educational Service Unit consortia that receive funds under Title III Limited English Proficient grants should complete this information. It is designed to collect information on the types of professional development provided under Title III for the previous school year. Audit window closes on October 15 Collection completed by Public and ESU's

For more information, contact Terri Schuster terri.schuster@nebraska.gov (402) 471-4694

<u>Two-Year New School Adjustment Application</u> – OPEN September 1

Districts applying for a Two-Year New School Adjustment. School districts applying for the two-year new school adjustment will need to provide estimated additional student capacity and provide supporting evidence.

Due Date: October 15 (Audit Window Close Date: November 2)

Collection completed by Public

For more information, contact Jen Utemark – jen.utemark@nebraska.gov (402) 471-3323

HOW TO CONTACT THE NDE HELPDESK

There are three ways to contact the NDE Helpdesk with questions.

All three ways get to the same place, so please only use one of the following options.

If you send more than one request this may delay our response as we coordinate all requests.

1. Submit a "Helpdesk Request" from your portal account. After logging into the NDE Portal, it is available in the upper right corner of the Collection Announcement page. This will be the fastest way to get your request to the NDE Helpdesk.

OR

2. Email: nde.helpdesk@nebraska.gov

OR

3. Call Toll Free: 888-285-0556 - This is a Voicemail line ONLY.

Please leave your full name, organization, call back number and a brief description of your question.

ALSO: If you have contacted the NDE Program Staff person, please do not also contact the Helpdesk. Multiple contacts will delay the response.

THANK YOU!

NDE Bulletins: Past and Present:

Current and past NDE Bulletins can be found at http://www.education.ne.gov/ndebulletins/index.html. We will also continue to send the bulletin out via e-mail.

Denise Schuyler

Data, Research, and Evaluation - NDE IT Helpdesk Specialist



Helpdesk: 888-285-0556 – nde.helpdesk@nebraska.gov

Email: denise.schuyler@nebraska.gov